

**CHILD PLACEMENT REVIEW BOARD
EXECUTIVE COMMITTEE MEETING
OPEN SESSION MINUTES
APRIL 7, 2017
SMYRNA STATE SERVICE CENTER
9:30 A.M-12:30 P.M**

Members Present: Neal Tash, Judy Mellen, Bonnie Maull, Barbara Blair, Bob Hamilton, Cheryl Mitchell, Rita Nelson

Members Absent: Alexis Bryan-Dorsey, Joe Dell'Olio, Ruth Noriega

Chair of Meeting: Neal Tash

Staff Present: Kecia Blackson, Sarah Bowers

Deputy Attorney General Present: Valerie Farnan

*****BEGIN OPEN SESSION AT 9:37 A.M*****

*****CLOSED SESSION BEGAN AT 9:40 A.M*****

I. PETITION CASES

*Discussions regarding petition cases are confidential and not open to the public.
Separate meeting minutes were prepared for the closed session.*

*****BEGIN OPEN SESSION AT 10:35 A.M*****

II. APPROVAL OF MINUTES FROM MARCH 10, 2017

- The minutes from the March 10, 2017 meeting were reviewed and approved. A motion was made and seconded to approve the minutes. The motion was approved unanimously.

III. OPERATIONAL ISSUES

A. VOLUNTEER UPDATE

- We are in receipt of the resignation of Carolyn Karney, one of the Panel members from New Castle 6. **Kecia/Neal will send out a letter and a Certificate to Carolyn expressing their best wishes and appreciation for her many years of service.**
- Kecia stated she thought the Executive Director should coordinate and conduct Presiding Officer Training sessions. She will take over this responsibility from the Supervisor.
- Sarah Bowers noted a Certificate of Appreciation was sent to Mike Norton.

- Valerie Farnan updated the Executive Committee that Statutory requirements dictate that every review panel must have a minimum of three (3) panel members. There is no quorum for a three (3) member panel because by statute, there must be three (3) members on a panel. If there are 4 or more members, then the quorum requirements apply. For example, if there are 4 or 5 members, then quorum is 3; if there are 6 or 7 members, quorum is 4; if there are 8 members, then quorum is 5. Substitutes are recognized as part of a panel and can be included in that number. **Barbara Blair noted the Policy Manual will need to be updated to reflect this number.**

B. POLICY MANUAL UPDATES

- The Executive Committee continued their review of the Policy Manual and made several changes up through page 30.
- A Motion was made and seconded to approve updates to the Policy Manual through page 30. The Motion was approved unanimously.
- The Executive Committee will complete the review and changes to the Policy Manual, starting on page 31, at the May Executive Committee meeting.
- **Sarah Bowers will update the Policy Manual with the changes and send out an updated version for the May meeting, noting the date of the latest changes.**

C. STRATEGIC PLAN

- Detailed discussion of the initial draft of Action Items has been tabled until the May meeting.

IV. COMMITTEES

- The Executive Committee reviewed the Marketing piece to the Annual Report and made several changes. **UPDATE: Sarah will make these changes and distribute to Executive Committee members the week of 4/10/17. A copy will be included in the Executive Committee mailing for May's meeting.**

Action Items

- Kecia will determine if attendance records for members of the Executive Committee are maintained. **UPDATE: Kecia/Sarah will create attendance tracking spreadsheet for Executive Committee members. This will be completed by the June meeting.**
- Neal and Kecia will meet with the new DFS Director, Carla Benson-Green, to discuss a solution to DFS no-shows at reviews. **UPDATE: Carla has not responded to Kecia's 3/17 e/mail. Neal will reach out to Carla.**
- Dana Thompson will work on conducting Presiding Officer Training sessions. **UPDATE: Kecia will take over coordination of training sessions. Barbara noted attendance issues, and how to handle them, should be part of Presiding Officer training.**
- The Executive Committee will complete the review and changes to the Policy Manual, starting on page 31, at the May Executive Committee meeting. **UPDATE: This will be completed at the May 12 EC Meeting.**

- Kecia will review Section IV of the Policy Manual with CPRB staff prior to the Executive Committee meeting to identify any necessary changes to that section. **UPDATE: Kecia to schedule a Staff Meeting to discuss Policy Updates.**
- Kecia will update the CPRB Policy Manual regarding Sections IV and V. **UPDATE: Updates to Sections IV and V were completed on 4/6/17 and reviewed at 4/7/17 EC meeting.**
- **UPDATE ON QUORUM:** Valerie Farnan updated the Executive Committee that Statutory requirements dictate that every review panel must have a minimum of three (3) panel members. There is no quorum for a three (3) member panel because by statute, there must be three (3) members on a panel. If there are 4 or more members, then the quorum requirements apply. For example, if there are 4 or 5 members, then quorum is 3; if there are 6 or 7 members, quorum is 4; if there are 8 members, then quorum is 5. Substitutes are recognized as part of a panel and can be included in that number. **Barbara Blair noted the Policy Manual will need to be updated to reflect this number.**
- Kecia will follow-up with Ray Lewis, of Boards & Commissions, to get a status update of potential volunteers in the queue and report back to the Executive Committee at a later date. **UPDATE: Kecia talked with Ray on 4/12/17. Ray confirmed he has in the queue Anne Kauffman (reapplication); Dwight Holden (new application), and that their applications are being processed and are ready for Criminal Background checks. Bonnie cleared the following potential volunteer candidates to apply: Karen Blackburn; Liz Manual; Mary Ellen Manos; Heather Gossart; Denise Hoban. They are all Sussex County candidates except for Blackburn, who is New Castle County.**
- Kecia reported that she sent to Boards & Commissions an e/mail listing all of the volunteers who resigned in 2016 and 2017 to-date, inquiring if Boards & Commissions sends out "Thank You for Your Service" letters to volunteers who have resigned. **UPDATE: Lydia confirmed they do in fact send out Thank You letters from the Governor and those volunteers that resigned will receive a Thank You/Note of Appreciation from the Governor.**
- Kecia/Neal will send out a letter to Carolyn Karney expressing their best wishes and appreciation for her many years of volunteer service. **UPDATE: Completed. Letter and Certificate mailed out on 4/12/17.**
- Executive Committee to finish and distribute the Strategic Plan. **ONGOING**
- Cheryl will Chair a 2-3 person sub-committee to identify ways to enhance Annual Meeting attendance. **UPDATE NEEDED**

- Joe will monitor progress on using Skype for our reviews. **UPDATE: Kecia and Neal will address with Carla at their next meeting.**
- Joe recommended the new DFS Director, Carla Benson-Green, attend one of our Executive Committee meetings in 2017. (Note: Carla starts as Director in March). **UPDATE: Kecia sent Carla an e/mail on 3/17/17 inviting her to attend a future Executive Committee meeting. No response from Carla as of 4/25/17. Neal will reach out to Carla.**
- Joe will facilitate a proposal to establish a CPRB Scholarship Foundation. **UPDATE NEEDED**
- Kecia will create a mechanism to **collect** data about retention and graduation rates for our Scholarship recipients. **UPDATE: ONGOING**
- Kecia will develop a formal process regarding criteria and expectations for Scholarship applicants, including financial need. **UPDATE: ONGOING**
- Kecia will develop a series of Webinars for new panel members to view prior to basic training. **UPDATE: ONGOING**
- Kecia will develop a training schedule for CPRB staff. **UPDATE: ONGOING**
- Kecia is working on a CPRB newsletter to promote our advocacy efforts, training opportunities, and highlight the good work our volunteers and staff are doing. **UPDATE: ONGOING**
- Kecia will work with Carla Benson-Green, Deborah Flad and Tom Mraz to have DFS data directly populate into our server on a weekly basis. This extends to working with DFS about obtaining outcomes for kids in care. **UPDATE: Ongoing. DFS is not able to work with CPRB at this time due to the transition of their system to FOCUS. Dale Matthews, Deputy Court Administrator at JIC, informed Kecia this initiative would first have to be analyzed before assigning any priority or timeline. This has been tabled until the Fall 2017 once DFS' transition to FOCUS is complete.**
- Kecia will include the Executive Director's Monthly Report along with the Executive Committee monthly mailing prior to the next Executive Committee. **UPDATE: ONGOING.**
- Sarah will order business cards for any Executive Committee member who requests an order. **UPDATE: ONGOING**

****THE MEETING CONCLUDED AT 12:30 P.M. ****

*THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE AT THE
SMYRNA STATE SERVICE CENTER
ON MAY 12, 2017*

DRAFT